

Loan Repayments [CRO-1420]

Form Description

Any payments on an existing loan during a reporting period will be shown on this page. If a repayment is being made, the loan being repaid must be shown in the report. The loan would either be shown on the **Loan Proceeds** (CRO-1410) form or the **Outstanding Loans** (CRO-1430) form. In other words, all information for a particular loan should be shown until the loan has been satisfied.

When a disclosure report is amended only include changed information and check "Yes" at the top of the page.

Line-by-Line Instructions

- LINE 1. Provide the complete name of the committee or fund this report covers.
- LINE 2. Provide the ID number of the committee or fund.
- LINE 3. List each lender's information separately. If this is an amendment, use Line 3 to add or remove a loan repayment.
- a. Provide the lender's complete name, mailing address and phone number.
 - b. This space is for any additional information that is necessary for the report.
 - c. List the original date of the loan.
 - d. List the original amount of the loan.
 - e. List the remaining balance of the loan after this repayment is made.
 - f. List the code that corresponds to the account to which the loan repayment applies. Remember to leave all account numbers off of the report in order to preserve confidentiality.
- Use only the codes provided on the **Certification of Financial Account Information** (CRO-3500) form. Each committee is responsible for establishing their own code.
- g. List the form of payment of the loan repayment (cash, check, draft, money order, credit card or debit card). All expenditures of more than \$50 must be paid with a verifiable form of payment.
 - h. List the date of repayment.
 - i. List the amount of repayment.
- LINE 4. List the total sum of all loan repayments on the current page.
- LINE 5. List the total sum of all CRO-1420 pages. Calculate this by adding Line 4 of all CRO-1420 pages.